County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Application for Permit to Operate a Temporary Food Establishment

Please print or type the information requested below and return the completed application to the
Health Department with the permit fee of $40 (checks made payable to County of Fairfax).
This application must be submitted at least 10 days prior to the date of the event.

1. **NAME OF EVENT**: _____

    Location & Address of Event: _____

    _____

    Date(s) of Event: Starts on _____ (MM/DD/YY)

    Ends on _____ (MM/DD/YY)

2. **NAME OF COMPANY, RESTAURANT, ORGANIZATON, INDIVIDUAL, etc.**:

    _____

    Address: _____City_____State_____Zip_____

    Phone Numbers: Business: (   ) _____

    Home: (   ) _____

    Mobile: (   ) _____

    Email Address: _____

3. **TIME OF SET-UP OF YOUR FOOD OPERATION**:   _____ a.m. p.m.

    NOTE: This is the time you plan to be ready for the inspection by the Health Department. This time
    should be at least 1 hour prior to the start time of the event. No foods can be prepared and/or offered
    for sale or sample until the permit is approved and issued by the Health Department.

4. **NAME OF PERSON IN CHARGE OF FOOD OPERATION DURING THE EVENT**:

    _____on-site phone number: (   ) _____

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5.   **MENU**: List each food and beverage item you wish to serve at this event. Food items not listed but taken/found at the event will not be allowed. Please contact the Health Department if you alter your menu after making application. The Health Department reserves the right to limit the menu. **(Reminder: Home-prepared foods are not allowed.)**

Food or Beverage Item	Primary Ingredient(s) of This Food Item?	Where Will This Food Item Be Prepared?	Method(s) of Preparation & Cooking of This Food Item?
Please list any food item containing dairy products, eggs, meat, seafood, poultry, vegetables, or fresh-cut fruits.	Please list any dairy products, eggs, meat, seafood, poultry and produce ingredients.	Store-bought already made, Cooked on-site at event, Cooked in a restaurant, etc. Provide the name of the store or restaurant.	Washing, Chopping, Thawing, Slicing, Grilling, Boiling, Steaming, Stir Frying, etc.

Condiments (i.e. ketchup, mustard, mayonnaise, relish, salad dressing, hot sauce, etc.) offered for consumer self-service must be in individual squeeze-type packets, squeeze bottles, or pump-type dispensers. Single-service, disposable plates and eating utensils shall be provided to the consumer by the food employees.

A. **Is any food item prepared at a restaurant and transported to the event? YES   NO**

    If yes, please provide the following information and answer questions 5B through 5D:

    Name of Restaurant / Commissary: _____

    Address: _____ Phone: (_____) _____

    City/County issuing permit: _____

Note: Commercial food establishments must be under a current and valid permit by their local regulatory agency. <u>Please attach a copy of the food establishment's permit or license to this application</u>. If foods are prepared under an approved process and/or HACCP plan, please attach a copy of that process.

B. **What is the length of time to transport the food from the store or restaurant to the event site?**

    _____(Hours) _____(Minutes) on _____(Date)

C. **How will food requiring refrigeration be kept cold (at 41°F or less) during transport from the store or restaurant to the event site (i.e. refrigerated truck, ice chest, cambros, etc.)?**

_____

D. **How will food requiring hot holding be kept hot (at 140°F or above) during transport from the store or restaurant to the event site (i.e. hot hold cabinets, cambros, etc.)?**

_____

6. **ON-SITE REQUIREMENTS**:

A. **Potentially hazardous foods (PHF) are required to be kept cold (at 41°F or less) or hot (at 140°F or above) at all times.** Food found to be out of proper temperature control will be reheated or discarded and denatured upon direction by the Health Department. No second-day reservice of leftovers will be allowed because the cooling process cannot be verified. At least one metal stem probe thermometer (0°F - 220°F range) must be available and in use to verify proper cook and hold temperatures of PHF. You may be required to maintain a temperature log. **A means of cold and/or hot hold must be provided.**

B. **A handwashing set-up must be provided, supplied with soap and paper towels and maintained clean.** You may not substitute chemically-treated hand towelettes or hand-sanitizer for proper handwashing.

C. **A three-basin dishwashing set-up** (i.e. sinks, dishpans, 5-gallon buckets) **must be provided, supplied and maintained.** You must have a means of washing, rinsing, and sanitizing all food equipment and utensils. You must use a chemical sanitizer, such as non-scented chlorine bleach, in the sanitize solution. Wiping cloths must be stored in a separate container with chemical sanitizer. A test kit must be available and used to verify proper concentration of the sanitizing solution.

7. **ENVIRONMENTAL PRECAUTIONS & PROCEDURES**:

A. **Overhead protection** must be provided for outdoor events (i.e. inside food trailer, tent, canopy, etc.). A **ground cover** (plywood or tarp) will be required if set-up is on gravel, soil, or grass.

B. **Public access is not allowed**. You must separate the serving line and food preparation / cooking / grilling area from the public and contamination by sneeze guards, roping off area, putting empty tables in front of the area, etc.

C. **Liquid waste** from cooking, dishwashing, ice coolers, handwashing, etc. must be collected properly (i.e. self-contained trailer, buckets with lids, commercially provided, etc.). No liquid waste may be emptied on the ground or in the storm drain. **Trash** must be collected and removed.

I have read the guidelines and regulations for temporary food establishments, understand them, and will comply with these requirements. I understand that failure to comply may result in a permit not being issued or a permit suspension/revocation, as per Section 43.1-3-5 of Chapter 43.1, *Food and Food Establishments*, of the Fairfax County Code.

_____   _____

Applicant's Signature   **Date**

_____ **(Print Name)**